

Professional Preparation Program Approval: A Three Step Process

The Arizona Professional Preparation Program Approval is a three step process:

Step 1: Preliminary Review Guidelines

Step 2: Program Review

Step 3: Site Visit

Step 1: Preliminary Review Guidelines

Each certification program resides within a unique context. In order to better understand the dynamics of your institution and allow the reviewers to evaluate the nature and complexities of your program, the following institutional profile, conceptual framework and faculty data must be submitted. These components will be evaluated as part of the preliminary review and failure to provide these three essential components will prevent your program(s) from being considered for Board approval. Criteria in the preliminary review will be evaluated on the presence or absence of the requested evidence. Approval of your institutions' Preliminary Review Guidelines is a prerequisite for Step 2: Program Review.

The institutional profile provides contextual information about the institution for the review team. Each institution must provide responses to questions posed under seven headings: institutional demographics, accreditation, institutional governance, unit/college administration, allocation of resources, program information and student demographic data.

The conceptual framework establishes the shared vision for the unit's efforts in preparing educators to work effectively in P-12 schools. It provides direction for programs, courses, teaching, candidate performance, scholarship, service, and unit accountability. The conceptual framework is knowledge-based, articulated, shared, coherent, consistent with unit and/or institutional mission, and continuously evaluated. The conceptual framework provides the basis that describes the unit's intellectual philosophy, which distinguishes graduates of one institution from those of another. The conceptual framework includes the vision, mission, philosophy, purpose, and goals of the unit/college.

The last component of the Preliminary Review Rubric is the Faculty Model. Your institution is required to describe its faculty model including faculty responsible for professional coursework, clinical supervision and administration of each program.

Step 2: Program Review

The program review consists of six (6) sections:

Section A: Program

Section B: Field Experiences

Section C: Assessment

Section D: Internal/External Evaluations

Section E: Program Matrix

Section F: Technology Standards Matrix (preservice teaching programs only)

The program matrix requires your institution to provide evidence that each program's coursework, assessment, and field experiences are closely aligned to state and national standards. Criteria will be evaluated using a 0-3 rating scale.

Step 3: On-site Review

Following approval of the Preliminary Review Guidelines and submission of the Program Review your institution will be scheduled for a site visit. Your institution will be responsible for re-imbursement of travel-related expenses for team members.